

Image Editing Using Microsoft Photo Editor

Sometimes you need to change the size of photos. MS Photo Editor is a quick way to get the job done.

1. Find the location of the picture to be resized and double click on your file image
2. This should open Photo Editor

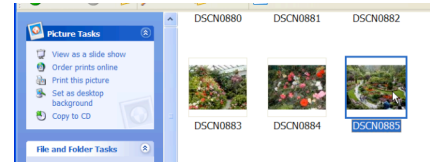
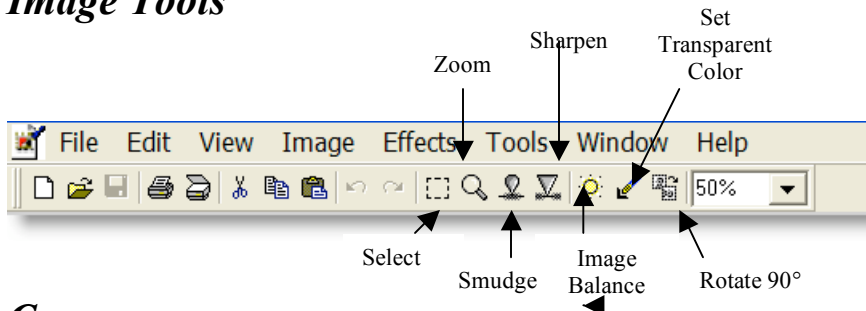


Image Tools



Crop

1. Click on the **Select** tool and select the area to crop
2. From the Image menu, click on **Crop**
3. The outside parts are now gone – picture is smaller and only desired part of the picture

Resize

3. From Image menu, click on **Resize**
4. Change units to **Pixels**
5. Change width to **300** pixels

